WARNING

This briefing is not a substitute for the solicitation(s)!

The briefing is informational and hopefully will assist in your understanding of the Army's needs and how you will need to address those needs in your proposal(s).

Management of Translation Services Draft RFPs

Industry Day
Proposal Pointers

Agenda

- **9:10 AM - Introduction Lester Ingol**
- **9:15 AM - Welcome COL Samuel Manto**
- **9:20 AM – Program Overview Forrest Evans**
- **9:40 AM – Contract Information Matthew Klink**
- **10:00 AM – Proposal Guidance Gary Tucker**
- **11:00 AM – Cost Proposal Guidance Helen Sutter**
- **11:30 AM – Relationship of L&M Al Saletta**

*** Questions generated during this forum will be placed on the provided 3 X 5 cards,**

and will be submitted for review. Answers to your questions will be provided on

INSCOM's website by Monday, September 26, 2005. INSCOM's website can be found at http://http://www.inscom.army.mil/contracting.

*** Media queries and questions during this forum will be addressed at a later date.**

Queries and questions will be emailed to Public.Affairs@inscom.army.mil .

Introduction

Mr. Lester Ingol

Welcome

COL Samuel Manto

Program Overview

Mr. Forrest Evans

Section C

Performance Based Work Statement (PBWS)

Overview of Requirement (PBWS 1.0)

- Program management services for the rapid recruitment and deployment of interpreters and translators in support of :
  - US Forces
  - Combatant Commands (EUCOM, CENTCOM, SOUTHCOM, NORTHCOM, PACOM)
  - Specified Commands, Combined and Joint Elements
  - Other Government agencies, as required
- Services will support all worldwide contingency military operations
- Services will also support current intelligence efforts
- Operations may run 24/7 and the contractor program manager and all contractor on-site reps shall be available 24 hours per day

Contractor Responsibilities (PBWS 2.0)

- Recruiting linguists, to include pre-screening (**PBWS 2.1.2**) for:
  - Language skills in both the specified contract required language (SCRL) or target language and English (**PBWS 2.1.2.1**)
  - Automatic security disqualifiers (**PBWS 2.1.2.3**)
  - Potential medical issues (**PBWS 2.1.2.4**)
- Deploying linguists, on short notice when necessary (**PBWS 2.2**)
- Quick Reaction Capability (**PBWS 2.3**)
- On-Site Management (**PBWS 2.4**)
- Quality Control (**PBWS 2.5**)

Includes implied administrative, budgetary, security & logistical tasks

Specified Contract Required Languages (SCRL) (PBWS 2.1.1)

As listed in the PBWS, the SCRL or target languages may include the following:

IRAQ

- Arabic (multiple dialects)
- French
- Kurdish
- Hebrew
- Persian-Farsi
- Turkish
- Turkomen
- Somali

Potential languages:

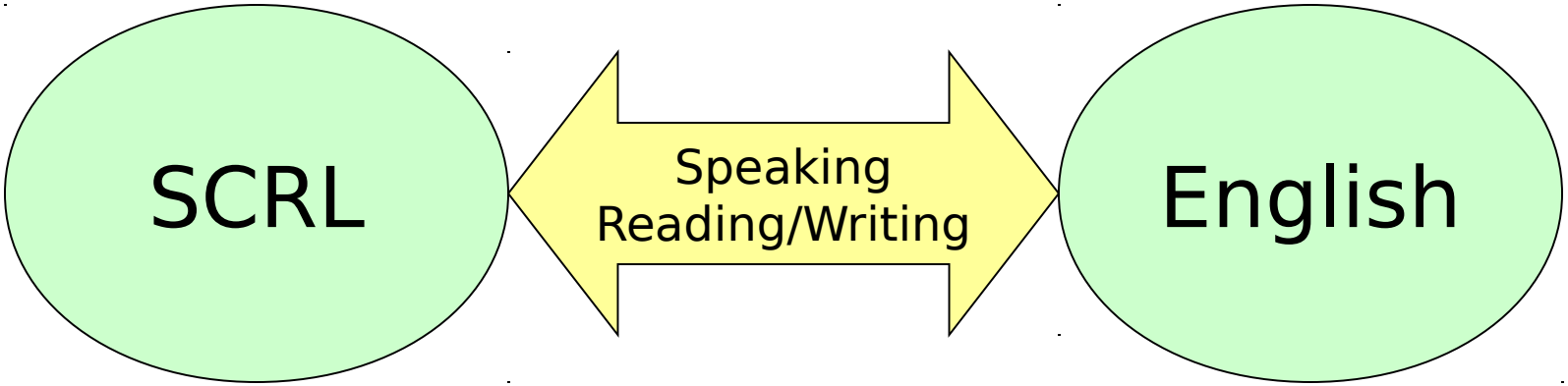
ANY LANGUAGE!

AFG & GTMO

- Arabic (multiple dialects)
- Dari
- Nurestani
- Pashtu
- Russian
- Turkish
- Uighur
- Urdu
- Uzbek

Language Skills Required (PBWS 2.1.2.1)

Must be able to write and speak clearly and concisely in both the SCRL and English



Linguist Categories (PBWS 2.1.2.2)

All contract linguist applicants are vetted for both counterintelligence & force protection purposes

CAT I	**Cat II**	**Cat III**
No clearance	Secret clearance	TS/SCI clearance
CONUS-hired or Hired in theater	Native proficiency Min 2+ in EN	Level 3 proficiency Fluent in EN
Native proficiency Min 2+ in EN		

Performance Standards (PBWS 2.5)

- Contractor develops quality control plan to identify both potential & actual problems (**PBWS 2.5.1**)
- Contractor implements quality control program that includes:
  - Description of the problem
  - Corrective actions taken
  - Results achieved throughout the life of the contract
- Quality Assurance (**PBWS 2.5.2**) – daily/monthly reports

Performance Requirements Summary Work Matrix (PBWS 3.0)

Lists requirements that will be inspected for Contractor performance (minimum standards)

- Deploy or redeploy translators and interpreters.
- Maintain CIVTRACKS
- Pre-screen applicants
- Submit candidates for NACs and security screening
- Submit cost proposals in a timely manner
- Manage small business sub-contracts or teammate agreements

Deliverables (PBWS 4.0)

- Summarized in the PBWS Section 4.1
- Includes:
  - Status Reports (daily / monthly)
  - Quality Control Plan/Program Report (monthly / as required)
  - List of Linguists/Personnel Matrix (as required)
  - List of On-Site Management (within 24hrs of change)

Applicable Documents

- Interagency Language Roundtable (ILR) Language Skill Level Descriptions should be the guide when discussing language proficiency (can be found in AR 611-6)
- AR 715-9, Contractors Accompanying the Force provides useful information
- A complete list is contained in the PBWS Section 5.0

Contracting Officer's Instructions

Mr. Matthew Klink

Funding

- **There is currently no funding available for this contract.**
- **These RFPs will be solicited "Subject to Availability" of funds.**
- **The contract is planned to be funded with funds from the Supplemental Appropriation.**
- **Any work a Contractor does beyond the funding provided is done at the Contractor's risk.**

Acquisition Strategy

- **Award of three separate contracts from three separate solicitations**

Draft Solicitations Issued:

- **Iraq – Full and Open Competition**
  - Estimated $2.6B

- **GTMO/Afghanistan/Emerging Requirements – Total Small Business set-aside**
  - Estimated $310M

Solicitation is being developed:

- **Exercise Support – Total Small Business set-aside**
  - Estimated $155M

Management of Linguistic Services

- **IDIQ contract**
  - **Five year potential performance**
  - **Minimum required order amount**
  - **Ceiling for contract**
- **Cost Estimate**
- **Award Fee**
  - **Base Fee 1.5% acts like Fixed Fee**
  - **Award fee pool, 6%, is based on cost estimate less Facilities Capital Cost of Money (FCCM).**
    - There may be multiple pools based on additional orders issued
    - The pool amounts will stipulated at time of execution
    - Fee evaluations will occur quarterly
    - Fee determinations by the fee determining official are final and not subject to dispute.
    - There is no roll-over of fee from one quarter to the next.

Contract Management

- PCO
  - Only authority to change the contract terms and conditions
- ACO
  - FAR Subpart 42.302(a)(1)-(70) all administration functions are delegated to DCMA except for FAR Subpart 42.302 (a) (20) and FAR Subpart 42.302 (a) (21) .
- COR
  - “Contracting officer's representative” means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

Rules of Engagement

- PCO is the required point of contact between the Government and the offerors for all matters pertaining to these Competitive Actions.
- Any information received by the Contractor from any source other than the PCO will not be relied upon.
  - the Government will not consider issues arising from any such misinformation.
- We anticipate awarding without discussions, however should it become necessary to conduct discussions the PCO shall lead such discussions as necessary.

Rules of Engagement

- We intend to award without discussions. It is essential that offerors make their initial submission their best possible submission.
- If we are able to award without discussions we may still need to do clarifications:
  - Clarifications are limited exchanges, between the Government and offerors, that may occur when award without discussions is contemplated.
  - If award will be made without conducting discussions, offerors may be given the opportunity to clarify certain aspects of proposals (*e.g.,* the relevance of an offeror's past performance information and adverse past performance information to which the offeror has not previously had an opportunity to respond) or to resolve minor or clerical errors.

Rules of Engagement

If we are not able to award without discussions:

- Discussions are negotiations conducted in a competitive acquisition.
- They take place after establishment of the competitive range. There is no requirement for the Government to enter into discussions if there is any proposal that is acceptable and the award to that offeror is deemed as being in the Government's best interest.
- If we determine such communications are necessary, we will discuss with, each offeror still being considered for award, significant weaknesses, deficiencies, and other aspects of its proposal (such as, cost, price,technical approach, past performance, and terms and conditions) that could, in the opinion of the contracting officer, be altered or explained to enhance materially the proposal's potential for award.

Points of interest

- **The solicitation for Iraq is being conducted on the basis of full and open competition.**
- **The solicitation for Afghanistan/GTMO/Emerging Requirements is a total Small Business Set-Aside**
- **Large U.S. and Any Foreign Firm Must Propose The Required U.S. Small Business Percentages**
  - **Large U.S. Must Propose The Required U.S. Small Business Percentages**
  - **All Foreign Firms Regardless of Size Must Propose The Required U.S. Small Business Percentages**

Points of interest

- **Each Offeror Is Pricing The Initial Order Only**
  - **New proposals will be required to be submitted for each new task order.**
- **We Are Allowing Each Offeror To Submit Only One Proposal as a prime per RFP**
  - **Small Businesses may submit a proposal for each solicitation if they so desire.**
  - **Large Businesses are only allowed to submit a proposal against the solicitation for IRAQ. The IRAQ award will be based on full and open competition**
  - **A small or large business may also be a subcontractor for another firm who is submitting as a prime**

Section H Special Provisions

Highlights Only

- Pay close attention as these provisions apply to all orders unless the provision is self deleting or specifically change.
- Security
  - DD254 Instructions
  - Facility clearances
- Deployment
- Integrity
  - Organizational Conflict of interest
  - Release of information
- Key personnel

Section H, Special Provisions

Highlights Only

- For the IRAQ requirement, pay particular attention to H.21, Small Business Participation Specifically, the following Small Business Participation is required:
  - **25% to Small Business**
  - **5% to Small Disadvantaged Businesses**
  - **5% to Women-Owned Small Businesses**
  - **3% to HUBZone Small Businesses**
  - **3% to Service Disabled Veteran Small Businesses**
- Award Fee Plan
  - **Base Fee 1.5%**
  - **Award Fee 6%**
  - **Applies to all orders issued under the IDIQ for the duration of the contract.**
- Transfer of work among linguist contracts:
  - **At Government discretion**
  - **Best interest of the Government**

Transition Must Provide the User With Seamless Coverage

Transition Time

- The time available for the transition is 60 days.
- The offeror needs to detail the transition planning so as to minimize the risk to continuity of operational support.

Schedule to Award

- **Draft RFP 9 Sep 2005**
- **Industry Day 20 Sep 2005**
- **Release RFP 29 Sep 2005**
- **Receipt of Past Perf. Proposals 31 Oct 2005**
- **Receipt of Proposals 14 Nov 2005**
- **Completion of Evaluations 5 Dec 2005**
- **Contract Award 22 Dec 2005**

Gary Tucker

Proposal Submission Guidance

Source Selection Process

- **Proposals are to be submitted 14 Nov 2005**
- **As the proposals are being evaluated if we need any clarifications we will contact you. We will need immediate response.**
  - **Your teams need to understand that they cannot let down until the Government evaluation is complete**
- **Basis of award is Best Value**
  - **Evaluation Factors (listed in descending order of importance)**
    - **Management**
    - **Past Performance**
    - **Cost**

Criteria For Selection Full & Open Competition

- **Factor 1 Management**
  - **Fill Rate (Recruitment/Deployment/Retention/Timeliness)**
  - **Experience**
  - **Sustainment of large scale personnel deployments**
  - **Staffing Plan for Program Management (Key and non-key personnel)**
  - **Transition Plan**
  - **Management of Small Business Subcontracting Possibilities**
- **Factor 2 Past Performance**
- **Factor 3 Cost**

Evaluation Criteria
Full and Open Competition

Factor 1 Management — more important than → **Factor 2 Past Performance** — more important than → **Factor 3 Cost**

- Fill Rate (Recruitment/Deployment/ Retention/ Timeliness) — significantly more important than
- Experience in managing personnel in a contingency operation environment — significantly more important than
- Sustainment of large scale personnel deployments — approximately equal
- Staffing Plan for Program Management (Key and non-key personnel) — approximately equal
- Transition Plan — approximately equal
- Management of Small Business Subcontracting Possibilities

Criteria For Selection Small Business Set-Aside

- **Factor 1 Management**
  - **Fill Rate (Recruitment/Deployment/Retention/ Timeliness)**
  - **Transition Plan**
  - **Experience**
  - **Staffing Plan for Program Management (Key and non-key personnel)**
  - **Sustainment of large scale personnel deployments**
- **Factor 2 Past Performance**
- **Factor 3 Cost**

Evaluation Criteria
Small Business Set-Aside

Factor 1 Management — more important than → **Factor 2 Past Performance** — more important than → **Factor 3 Cost**

Fill Rate (Recruitment/Deployment/ Retention/ Timeliness)
more important than

Transition Plan
more important than

Experience

approximately =

Staffing Plan for Program Management (Key and non-key personnel)

approximately =

Sustainment of large scale personnel deployments

What Do You Need To Submit?

- **Provide** the information and support described in Section L.
- **Don't** waste time or effort on marketing information that was not requested and will not be evaluated.
- Make absolutely certain that everything requested is provided. If it's not in your proposal or is not properly supported it can negatively affect the Government's evaluation.

TOP SECRET FACILITY CLEARANCE

Beginning at the point of IDIQ contract award the contractor shall maintain an accredited secure facility within 50 mile radius of Ft. Belvoir that will allow for any necessary discussions to take place at the TS/SCI level with Department of the Army military intelligence and security personnel. The secure facility must be equipped with a STU III secure telephone with updated, valid cipher key. Proposals must include a CAGE code so verification of facility can be made. The Offeror shall incorporate this information in the Management Proposal. The facility clearance must meet the Director, Central Intelligence Directive 6/4 (DCID-6/4) Personnel Security Standards and Procedures governing Eligibility for Access to Sensitive Compartmented Information.

THIS IS A CONDITION OF IDIQ CONTRACT AWARD.

Management Proposal Page Restriction

- **The below items are excluded from the page count for the Management Proposal.**
- Small Business Subcontracting Plan (No Cost Data will be included)
- Resumes (**limited to key personnel**) (limited to two pages per person)
- Letters of commitment (**key personnel only**) (limited to one page per individual)
- Proprietary Technological Deliverables/Data Information
- Glossary of Unique Terms
- Table of Contents
- Supporting Information

- Management Proposals shall be prepared as follows: Narrative language that supports and/or elaborates on the information as presented in the proposal. Recommend the narrative information be limited to approximately 30 pages.

Factor - Management
Sub-factor - Fill Rate

- Proposals shall address Fill Rate for the **Task Order 1** Linguist Requirements as specified in **Attachment 6** of this RFP. The Fill Rate Sub factor will assess the proposal risk probability that, based on the offeror's proposed approach to recruiting, hiring and retaining personnel to (a)generally perform the IDIQ Scope of Work and (b)specifically perform Task Order 1 of this RFP, the offeror will have available the required (Quantity and skill type) of CAT I, CAT II and CAT III linguists to successfully and timely perform the scope of work of Task Order 1.

- RECRUITMENT - DEPLOYMENT - RETENTION

Factor - Management
Sub-factor - Experience

- The offeror shall identify its (and any significant subcontractors – performing more than 5% of Task Order 1 value) Service Contract experience, in the form specified in L.1.2.2. The Experience Sub-Factor will assess the proposal risk probability that the prime offeror, and any proposed subcontractors will, based upon the extent of recent and relevant experience, successfully perform Task Order 1 of this RFP (Attachment 6 and Exhibits). Proposals will be evaluated as progressively more advantageous the greater the extent to which recent experience reflects the following scope of work requirements:
- (1) The offeror's corporate experience in sustainment of OCONUS large-scale deployments.
- (2) Experience reflecting the requirements defined for recruiting, hiring, retaining, and managing Interpreters/Translators speaking the languages specified (see L.1.2.2. a.,b.,c.,d., and e.)
- (3) Key personnel who will be playing a significant role in this effort who have relevant experience, may be considered in our evaluation. In order for us to consider such experience, identify these personnel and describe their relevant roles and responsibilities for their previous employer, and their roles and responsibilities as planned for the current requirement.

Factor - Management

Sub-factor - SUSTAINMENT OF LARGE-SCALE PERSONNEL DEPLOYMENTS

- Offeror proposals shall address Sustainment of Large Scale Personnel Deployments with respect to satisfying the Task Order 1 Requirements as specified in Attachment 6 of this RFP. The Sustainment of Large Scale Personnel Deployments Subfactor will assess the proposal risk probability that, based on the offeror's approach and capability to Sustain Large Scale Personnel Deployments, including (1) Human Resources support, (2) Quality Control, (3) Security, (4) Property Control, and (5) Management Tools to be employed in managing the contract, the offeror has the deployment support capability network necessary to successfully and timely perform the scope of work of Task Order 1.

Factor - Management

Sub-factor - STAFFING PLAN FOR PROGRAM MANAGEMENT

- Offeror proposals shall address Staffing Plan for Program Management (Key and Non-Key Personnel) with respect to satisfying the Task Order 1 Requirements as specified in Attachment 6 of this RFP. For this subfactor, the offeror shall provide: (a) A Staffing Plan for program management; (b) Resumes of Key Personnel; and (c) a Plan for Continuity.

Factor - Management
Sub-factor - Transition

- The offeror's Transition Plan proposal shall include the following:
- A Time Phased Critical Path detailing all major/key events occurring during the 60 day Transition period from the point of Contract Award to completion of the transition period and commencement of full performance of Task Order 1.
- Approach during Phase-In to transition Government Furnished Equipment (GFE)
- *A timeline for the planned availability of all Program Management personnel (Key and non-key)*

Factor - Management

Sub-factor - Small Business Participation

This subfactor only applies to the IRAQ RFP which is being conducted under Full & Open Competition, it does not apply to the Afghanistan/GTMO/Emerging Services RFP which is a 100% Small Business Set-aside.

- Offeror proposals shall address Small Business Participation with respect to performance of the Task Order 1 Requirements as specified in Attachment 6 of this RFP.
- Offerors must propose a small business subcontracting goal percentage based on the total proposed value of Task Order 1. The percentage shall be no lower than 25%; however offerors will receive an evaluation preference of a higher adjectival rating for exceeding this percentage. (See Section M Subfactor 1.6 for specifics.) Offerors must subcontract at a minimum 5% each to Small Disadvantaged Businesses and Woman-Owned Businesses. Offerors must subcontract at a minimum 3% to Hub Zone Businesses and Service-Disabled Veteran Owned.

Factor – Past Performance

- The Offeror shall provide past performance information that demonstrates the offeror's ability to perform the proposed effort successfully. This information shall be:
  - (a) current and relevant (data shall be based on performances within the last three (3) years) Note: Relevant for this purpose is determined as management services for the providing of linguistic capabilities or services.
  - (b) provided by a relevant source; and
  - (c) data that allows for an appropriate analysis.
- **Offerors must submit the Past Performance information required by 31 October 2005. We need you to strive to meet this date in order to facilitate the ambitious schedule we are trying to achieve.**

Helen Sutter

Cost Proposal Guidance

Cost Proposal Submissions

All Proposals –

- Offerors shall provide a copy of the Cost Volume to their cognizant DCAA office.
- Offerors shall complete the Excel templates provided in the RFP in addition to providing a proposal report from their estimating system.
- Offerors shall submit the Excel spreadsheets, including formulas necessary to understand how the numbers are calculated. Failure to do so may result in your proposal being rejected.
- Prime Offerors responsible for team member adherence to the RFP instructions (submission of packages and format).

COST/FUNDING ISSUES

Iraq – Full and Open Competition

- A Monthly Funding Profile for Task Order 1 is to be submitted by the offeror as a part of the proposal.

- All Offerors shall provide adequate cost/price information for the Transition Period and Task Order 1

COST/FUNDING ISSUES

All RFP's:

- Interpretation and Translation Services
  - up to 24 hours per day, seven (7) days per week for all operations. Linguists shall be at the specified site for a minimum 8 hours per day and may be extended to 12-hours and on-call for the remaining 12-hours, depending on mission requirements.
  - Contractor Program Manager, and all contractor on-site representatives shall be available 24 hours per day.

- Other Direct Costs, COST 3.0 7 (d)_
  - Government provided figures for proposal purposes only.

- The Government will not be paying for screening of failed applicants.

COST 3.0 7 (d) Other Direct Costs (ODC) –

- **Government provided estimates**: For proposal purposes, the Government will include estimates that are based on historical and projected information. (These costs are frequently treated as other direct costs). The offeror shall bid:
  - the provided cost amounts
  - plus any cost loadings (G&A expense, etc.)
  - show where these ODC costs are included in their proposal
  - to the extent the offeror's accounting practices treat these costs differently
    - show how each element is mapped into the proposal
- **For all other ODC costs proposed**, the Offeror shall clearly identify each type of ODC cost in their proposal and provide a detailed explanation as to what the cost represents and the basis for the estimate. The Government included a list of GFP that is available. Please indicate in your cost proposal where and if these items are included.

SOW C 2.1.2.5 Successful Review Process for Screened Employees

Contractor shall only be reimbursed for those candidates that successfully complete the screening process. The cost for candidates who do not successfully complete the entire screening process will not be allowable or allocable under this contract.

COST PROPOSAL EVALUATION

All RFPS:

- The Offeror's proposed costs shall be subject to evaluation for realism, reasonableness, and completeness of the proposed cost of the contract.

COST REALISM DEFINED
Section L, FACTOR 3.0 COST, 2.

- **Cost Realism** in accordance with FAR 15.404-1(d)) is defined as:

  "… the process of independently reviewing and evaluating specific elements of each Offeror's proposed cost estimate to determine whether the estimated proposed cost elements are

  - realistic for the work to be performed;
  - reflect a clear understanding of the requirements; and
  - are consistent with the unique methods of performance and materials described in the Offeror's management proposal."

COST REASONABLENESS DEFINED
Section L, FACTOR 3.0 COST, 2.

Cost Reasonableness in accordance with FAR 31.201-3, a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person in the conduct of competitive business.

COST COMPLETENESS DEFINED
Section L, FACTOR 3.0 COST.

- **Cost Completeness** - A proposal is complete when it includes all the costs necessary to achieve the requirement and is based on the proposed approach.

Relationship of Sections L & M

Mr. Al Saletta

Iraq – Full and Open Competition TABLES OF CONTENTS

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L to M Comparison

EVALUATION FACTORS

L-12 EVALUATION FACTORS	
Factor	**Description of Factor**
1.0	**MANAGEMENT**
2.0	**PAST PERFORMANCE**
3.0	**COST**

M-8.1 EVALUATION FACTORS	
"Shown below is a list of all factors/subfactors that will be used in the evaluation process. Immediately following this chart is the narrative for each of these factors/subfactors."	
Factor	**Description of Factor**
1.0	**MANAGEMENT**
2.0	**PAST PERFORMANCE**
3.0	**COST**

L to M Comparison

EVALUATION FACTORS/SUBFACTORS

L-12 EVALUATION FACTORS/SUBFACTORS

Factor **Description of Factor**
Sub Factor Description of SubFactor

1.0 MANAGEMENT

1.1 FILL RATE (RECRUITMENT/DEPLOYMENT/RETENTION/TIME-LINES)

1.2 EXPERIENCE

1.3 SUSTAINMENT OF LARGE-SCALE PERSONNEL DEPLOYMENTS

1.4 STAFFING PLAN FOR PROGRAM MANAGEMENT (KEY and NON KEY PERSONNEL)

1.5 TRANSITION PLAN

1.6 SMALL BUSINESS PARTICIPATION

2.0 PAST PERFORMANCE

3.0 COST

M-8.1 EVALUATION FACTORS/SUBFACTORS

Shown below is a list of all factors/subfactors that will be used in the evaluation process. Immediately following this chart is the narrative for each of these factors/subfactors.

Factor **Description of Factor**
Sub Factor Description of SubFactor

1.0 MANAGEMENT

1.1 FILL RATE (RECRUITMENT/DEPLOYMENT/RETENTION/TIME-LINES)

1.2 EXPERIENCE

1.3 SUSTAINMENT OF LARGE-SCALE PERSONNEL DEPLOYMENTS

1.4 STAFFING PLAN FOR PROGRAM MANAGEMENT (KEY and NON KEY PERSONNEL)

1.5 TRANSITION PLAN

1.6 SMALL BUSINESS PARTICIPATION

2.0 PAST PERFORMANCE

3.0 COST

IDENTICAL

GTMO/Afghanistan/Emerging Requirements – Small Business set-aside

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	L-11.3	Proposal – General
	L-11.4	Proposal Format
L-12		EVALUATION FACTORS/SUBFACTORS

M

M-1		CONCEPT OF EVALUATIONS
M-2		MINIMUM SECURITY REQUIREMENTS – CONDITIONS OF AWARD
M-3		SMALL RESERVED
M-4		AWARD WITHOUT DISCUSSIONS
M-5		PRE-AWARD SURVEY
M-6		REJECTION OF OFFERS
M-7		EVALUATION GUIDANCE
M-8		EVALUATION CRITERIA/SUBFACTORS AND ORDER OF IMPORTANCE
M-8.1		Evaluation Factors/Subfactors
M-8.2		Order of Importance
M-9		Source Selection Trade-Off Process
M-10		BASIS OF CONTRACT AWARD

Same organization as Iraq – Full and open, except Small Business Subcontracting Plan is not needed.

Location of the Evaluation Factors/Subfactors

L

L-1		CLAUSES INCORPORATED BY REFERENCE
L-2		TYPE OF CONTRACT (FAR 52.216-1)/ESTIMATED AWARD DATE
L-3		QUESTIONS
L-4		SERVICE OF PROTEST
L-5		PRE-AWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW (FAR 52.222-24)
L-6		USE OF NON-GOVERNMENT PERSONNEL DURING EVALUATIONS
L-7		TEAMING
L-8		ALTERNATIVE PROPOSALS NOT ACCEPTABLE
L-9		MINIMUM SECURITY REQUIREMENTS –CONDITIONS OF AWARD
L-10		RESERVED
L-11		PROPOSAL INSTRUCTIONS
	L-11.1	Purpose
	L-11.2	Delivery of Offers
	L-11.3	Proposal – General
	L-11.4	Proposal Format

M

M-1		CONCEPT OF EVALUATIONS
M-2		MINIMUM SECURITY REQUIREMENTS – CONDITIONS OF AWARD
M-3		SMAL RESERVED
M-4		AWARD WITHOUT DISCUSSIONS
M-5		PRE-AWARD SURVEY
M-6		REJECTION OF OFFERS
M-7		EVALUATION GUIDANCE
M-8		EVALUATION CRITERIA/SUBFACTORS AND ORDER OF IMPORTANCE
	M-8.1	EVALUATION FACTORS/SUBFACTORS
	M-8.2	Order of Importance
M-9		Source Selection Trade-Off Process
		BASIS OF CONTRACT AWARD

•**L-12 EVALUATION FACTORS/SUBFACTORS**

•**M-8.1 EVALUATION FACTORS/SUBFACTORS**

L to M Comparison

EVALUATION FACTORS

L-12 EVALUATION FACTORS	
Factor	**Description of Factor**
1.0	**MANAGEMENT**
2.0	**PAST PERFORMANCE**
3.0	**COST**

M-8.1 EVALUATION FACTORS

Shown below is a list of all factors/subfactors that will be used in the evaluation process. Immediately following this chart is the narrative for each of these factors/subfactors.

Factor	Description of Factor
1.0	**MANAGEMENT**
2.0	**PAST PERFORMANCE**
3.0	**COST**

Management L to M Crosswalk 1 of 2

Section L part…	… is evaluated in Section M by
Fill Rate - offeror proposals shall address Fill Rate with respect to satisfying the **Task Order 1** Linguist Requirements as specified in **Attachment 6** of this RFP.	… the proposal risk probability that, based on the offeror's proposed approach recruiting, hiring and retaining personnel to perform Task Order 1 of this RFP, the offeror will have available the necessary (Quantity and skill type) of CAT I, CAT II and CAT III linguists to successfully and timely perform the scope of work of the task order.
Experience - The offeror shall identify its (and any significant subcontractors – performing more than 5% of Task Order 1 value) Service Contract experience, in the form specified in L.1.2.2.	… the proposal risk probability that the prime offeror, and any proposed subcontractors will, based upon the extent of recent and relevant experience, successfully perform Task Order 1 of this RFP.
Sustainment of Large-Scale Personnel Deployments - offeror proposals shall address Sustainment of Large Scale Personnel Deployments with respect to satisfying the Task Order 1 Requirements as specified in Attachment 6 of this RFP	… the proposal risk probability that , based on the offeror's approach and capability to Sustain Large Scale Personnel Deployments, including (1) Human Resources support, (2) Quality Control, (3) Security, (4) Property Control, and (5) Management Tools to be employed in managing the contract, the offeror has the deployment support capability network necessary to successfully and timely perform the scope of work of Task Order 1.

Management L to M Crosswalk 2 of 2

Section L part…	… is evaluated in Section M by
Staffing Plan for Program Management - Staffing Plan for Program Management (Key and Non-Key Personnel) with respect to satisfying the Task Order 1 Requirements as specified in Attachment 6 of this RFP. For this subfactor, the offeror shall provide: (a) A Staffing Plan for program management; (b) Resumes of Key Personnel; and (c) a Plan for Continuity.	… the proposal risk probability that , based on the offeror's approach to provide for Program Management Staff in support of performance of Task Order 1, the offeror has credibly provided for the availability of qualified, and appropriately compensated, Program Management personnel to perform Task Order 1.
Transition Plan - Offeror proposals shall address Sustainment of Large Scale Personnel Deployments with respect to satisfying the Transition Requirements as specified in Attachment 6 of this RFP.	… the proposal risk probability that the offeror will timely and successfully complete transition activities and be positioned to commence full performance not later than 60 days after award of Task Order 1. Based on the offeror's Transition planning, including the proposed: (a) Time Phased Critical Path that details all critical events; (b) Transfer and Accounting of Government Furnished Property/Equipment and (c) Planning for the timely availability of Key and Non-Key Program Management personnel
Small Business Participation (IRAQ RFP) **- Offeror proposals shall address Small Business Participation with respect to performance of the Task Order 1 Requirements as specified in Attachment 6 of this RFP.**	… the risk, and extent, of small business concern participation in terms of the percentage of total contract dollars which the offeror credibly proposes to utilize U.S. small business concerns (SB, SDB, WOSB, VOSB, and/or HBCU/Mis) in the performance of Task Order 1.

Past Performance L to M Crosswalk

Section L part…	… is evaluated in Section M by
Past Performance The Offeror shall provide past performance information that demonstrates the offeror's ability to perform the proposed effort successfully. This information shall be: (a) current and relevant (data shall be based on performances within the last three (3) years) Note: Relevant for this purpose is determined as management services for the providing of linguistic capabilities or services. (b) provided by a relevant source; and (c) data that allows for an appropriate analysis.	… the probability that the offeror will successfully accomplish the required effort. When addressing performance risk, the Government will focus its inquiry on the offerors and major subcontractors' record of performance as related to program requirements including (1) management, (2) delivery, (3) cost, and (4) business relations.

COST L to M Crosswalk

Section L part…	… is evaluated in Section M by
Cost - . All Offerors shall provide adequate cost/price information for the Task Order 1.	**… All cost proposal information as requested by Section L 12 Section 3.0 will be evaluated based on:** **(a) Reasonable and realistic data;** **(b) Offeror having a clear understanding of the requirements; and** **(c) Appropriate number of hours and skill levels that accurately reflects the proposed staffing plan.**

CLOSING REMARKS

- The Draft RFPs will be changing. The Government is in the process of addressing a number of the concerns and issues.

- Answers to questions emailed to LINGUIST05@inscom.army.mil and on the 3 X 5 cards turned in here will be posted to INSCOM's website:

http://www.inscom.army.mil/contracting